

Military LOA Webinar

April, 2009

Purpose of Presentation

- Reminder: Military Leave Balances for New Hires/Reinstatements
- Overview of Military LOA Actions and Reasons
- Review of Military Leave Policy - OSP
- Scenarios: What would you do and why....

Military Leave Balances

- PT50 – to review all leave balances
- PA61 – Quota Adjustments – enter Military Leave balances for New Hires and Reinstatements
- IT 2013 Create Quota Corrections
 - Absences Quota Type 85 – Military Leave
 - 120 hours every October 1

LOA vs LWOP

- LWOP in PMIS
 - without pay
- LOA in BEACON
 - with pay or without pay
 - IT 0007 – change work schedule & to positive time
 - IT 2001 creates pay for the employee
 - Employee is not withdrawn from system
 - Employee is ACTIVE in the system, BUT does **NOT** enter time
 - Depending on action/reason specific things occur for time, benefits, payroll, state service and longevity
- Best Business Practice: ONE person be responsible for time and HR on Military LOA's. Use of IT 2001 recommended.

Military Leave LOA Actions and Reasons

- Action: LOA (Paid or Unpaid Leave)
- Reasons:
 - Reserve Active Duty (leave) - receives pay & time
 - Reserve Active Duty (lump sum) – receives pay
 - Reserve Active Duty (30 days) – receives pay & time (wage type generated in background)
 - Reserve Active Duty – does NOT receive pay but accrues time that must be manually entered upon return
 - Extended Military – does not receive pay or accrue time

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Health benefits are continued during the following reasons since the employee should be receiving pay.

Reserve Active Duty (leave) - receives pay & time

Reserve Active Duty (lump sum) – receives pay

Reserve Active Duty (30 days) – receives pay & time

Health benefits for the Extended Military reason are switched to employee full cost when the employee is no longer using leave or receiving pay. Full cost is based on the last day the employee was in pay status using the 15th of the month rule. If the employee was in pay status on or after the 16th of the month, they will start paying full cost premiums the next month. If the employee was not in pay status on or before the 15th of the month, they will start paying full cost premiums in the current month. Health benefits will be terminated the last of the month in which premiums were paid either by the employee or the agency (employer).

Health benefits for Reserve Active Duty depends on whether the employee is on State or Federal duty. Please add comments on the action to indicate under which status the employee is deployed. For State service, the health plan is not terminated for the employee. Dependent coverage will be terminated the last day of the month in which premiums were paid by the employee. For Federal service, the health plan will typically be terminated the first of the month following this action/reason.

Military Leave LOA Actions and Reasons cont.

- Action: Reinstatement
- Reason:
 - Return from Military Leave

Scenarios: What would you do & why

Scenario:	Action/Reason
11/30/08	12/01/08
<ul style="list-style-type: none"> Last day physically at work 	<ul style="list-style-type: none"> LOA/RAD (Leave)
12/01/08	12/15/08
<ul style="list-style-type: none"> Reports for training – wants to use military leave 	<ul style="list-style-type: none"> LOA/Extended Military
12/15/08 – 02/10/09	02/11/09
<ul style="list-style-type: none"> Still training - no more leave 	<ul style="list-style-type: none"> LOA/RAD (30 days)
02/11/009	03/13/09
<ul style="list-style-type: none"> Reports for active duty 	<ul style="list-style-type: none"> LOA/RAD
	??? But don't forget:
	<ul style="list-style-type: none"> Reinstatement/ Return from Military Leave

In this example, the leave (pay status) ended on 12/15 so the employee is responsible for the full premiums for the month of December. If the employee does not pay the premiums, their coverage will terminate 12/31/2008 since November premiums paid for December coverage.

Please Note: If the employee's health insurance is termed during the Extended Military LOA; BEST will not re-instate the employee's coverage if the employee is reinstated to exhaust the 30 Calendar days for Reserve Active Duty, unless we are notified to do so by the employee or HBR.

Scenarios: What would you do and why

Scenario:	Action/Reason
03/31/09	04/15/09
<ul style="list-style-type: none"> Last day physically at work 	<ul style="list-style-type: none"> LOA/RAD (Leave) 80 hrs.
04/01/09 – 04/14/09	4/29/09
<ul style="list-style-type: none"> Wants time w/ family – burns personal leave 	<ul style="list-style-type: none"> LOA/RAD (30 days)
04/15/09	05/29/09
<ul style="list-style-type: none"> Reports for active duty – wants to burn another 80 hrs of personal leave 	<ul style="list-style-type: none"> LOA/RAD
	??? But don't forget:
	<ul style="list-style-type: none"> Reinstatement/ Return from Military Leave

In this example, the employee's health plans will terminate on 6/1/2009 if the Reserve Active Duty LOA is Federal service. If Reserve Active Duty is State service, the employee's health plan will continue. Dependent coverage will be terminated unless the employee continues to pay for it.

Please indicate in the comments the type of service, Federal or State.

Scenarios: What would you do and why

Scenario:	Action/Reason
10/31/08	11/01/08
• Last day physically at work	• LOA/RAD (leave)
	11/25/08
11/01/08	• LOA/Extended Military
• Active Duty Training	12/01/08
	• LOA/RAD (30 days)
12/01/08	12/31/08
• Reports for active duty	• RAD
•	03/01/09
03/01/09	• Promotion – work this first
• Promoted to another position	• RAD – work this second

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In this example, the Extended Military reason break is minimal (11/25-12/1) so the health plan will not be interrupted during this period. If the Reserve Active Duty is Federal service, then the health plan will terminate 1/1/2009. If Reserve Active Duty is State service, the employee's health plan will continue. Dependent coverage will be terminated unless the employee continues to pay for it.

Please indicate in the comments the type of service, Federal or State.

Questions?